

## EPA Official Record

**Mail ID:** ed5f3b7c3c754e4aaf02bb992f020749

**From:** Aoyama, Joyce

**To:** Livingstone, Gail

**Copy To:** Mendelman, Krista

**Delivered Date:** 04/22/2014 06:17 PM EDT

**Subject:** RE: Records Destruction Form- question: do you get a copy (I can't remember, sorry)

Hi Gail and Krista,

Please email me the In- House Destruction form and I can review it. Gail, are you going to enter the grants into Versatile for Krista (we document what we destroy) so she can put a VE Box # on the form.

I get the original and David gets a copy of the form. Yes, Paula is the Authorizing Official and Krista is the Custodian. Does that help?

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
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**From:** Livingstone, Gail

**Sent:** Tuesday, April 22, 2014 3:02 PM

**To:** Aoyama, Joyce

**Cc:** Mendelman, Krista

**Subject:** Records Destruction Form- question: do you get a copy (I can't remember, sorry)

Joyce-

Hi, Krista Mendelman, of Grants & Planning Unit, brought me some old tribal grant admin files (not deliverables). She'd kindly filled out the "Destruction" Forms and will get Paula VanHaagen, Mgr, GPU, to sign them. (David Carcia, their RC, is out today).

So, what's the next step? Does David keep the original and send you a copy?  
These are only about 40 pages, total, and don't need to be shredded (can be recycled).

Thanks, let's cc the answer to Krista because she is kindly finishing off the steps.

-Gail

*Gail Livingstone  
Records Management Coordinator*

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